

# Stocks Green Primary School (SG)

## Draft Minutes from The Full Governing Body Meeting

held in the Music Room on Tuesday 9<sup>th</sup> July 2024  
starting at 6.00 pm



2023 -2024

Item	Minute	Action
<b>Procedural</b>		
The meeting began with a thank you celebration for Andrea Woollett who is retiring after almost 20 years as clerk to the governors. She was presented with a bouquet of flowers and a gardening voucher.		
1.	<b>Clerk opens Meeting.</b> A nomination for Rob Chewter as Chair was received from Di Ayling, seconded by Dave Wallace. RC was unanimously elected as chair.  RC took the chair. June Cooke was nominated for the vice-chair position by Di Ayling and seconded by Holly Taylor. JC was unanimously elected as Vice-chair.	
2.	<b>Attendance:</b> Di Ayling (DA), Rob Chewter (RC) (Chair), June Cooke (JC) (Vice-chair); Ruth Dixon (RD); Joe Endersby (JE) (Associate Member), Peter Hipkiss (PH) (Headteacher), Alan McLean (AM) (arrived 7 pm as unaware of meeting time change), William Moore (WM), Emily Smith (ES), Dave Wallace (DW), Andrea Woollett (AW) (Clerk). <b>Apologies for absence:</b> Bridget Salmon (BS) – holiday – agreed; Holly Taylor (HT) – unwell – agreed, Becky Mackay (BM) – childcare issues with meeting time change – agreed.	
3.	<b>Declaration of Business Interests:</b> there were no new ones and none against an agenda item.	
4.	<b>Membership</b>  It was agreed that AW would not need an induction session as she already has experience of the governing body and a current DBS check. She is willing to join any of the committees as she has experience on all of them. It was agreed that she would initially join the F & P as this committee has the least members.  HT will be attending the F & P and S & C meetings in the Autumn Term as part of her induction. It is expected that she will join the S & C committee but this will be finally decided after her induction is completed.  i. <b>Terms of office reminders</b> – parent governors elections due November 2025. AM's term of office expires in October 2025. ii. <b>Committee organisation for new academic year</b>  <b>Finance and Premises (F &amp; P)</b> – Chair - Alan McLean, Vice-chair - William Moore <b>Members:</b> Headteacher, Rob Chewter, Andrea Woollett	

	<p><b>Pay and Performance (P &amp; P):</b> Chair - Rob Chewter, Vice-chair - Dave Wallace  <b>Members:</b> Headteacher, Di Ayling, Ruth Dixon, Bridget Salmon</p> <p><b>Standards and Curriculum (S &amp; C):</b> Chair - June Cooke, Vice-chair - Ruth Dixon  <b>Members:</b> Headteacher, Di Ayling, Joe Endersby (Associate member), Becky Mackay, Emily Smith, Holly Taylor – provisional.</p> <p>iii. <b>Governor Code of Conduct</b> – the code of conduct was circulated and agreed for the year 2024 to 2025, for signing in the Autumn Term.</p> <p>iv. <b>Update on recruitment of clerk</b>  Three suitable applications were received. Unfortunately one has withdrawn following an alternative job offer. RD, BS and JC are conducting interviews on Monday 15<sup>th</sup>, following a meeting on Thursday to agree the content of the interview.</p> <p>AW agreed to support the new clerk as much as possible and to attend the first session of meetings with her if required.</p>	
5.	<b>Confidential and non-confidential minutes of meeting of 21<sup>st</sup> May 2024:</b> these were agreed as correct and signed by the Chair (RC).	
6.	<b>Terms of Reference</b> for 2024 to 2025. The dates have been updated but governance will be looking at these over the summer so there may be changes. They will be presented again for the October meetings for agreement.	<b>Clerk</b>
7.	<b>Action Points</b> See Appendix 1	
8.	<b>Matters Arising</b> There were no matters arising. <b>A.O.B.</b> There were no items for A.O.B.	
<b>School Improvement</b>		
9.	<p><b>Headteacher</b></p> <p>i. Headteacher’s written report was circulated prior to the P &amp; P meeting. PH highlighted the following:</p> <p><b>Successes</b></p> <ul style="list-style-type: none"> <li>• <b>School journey</b> – Y6 had a very successful school journey</li> <li>• <b>EYFS</b> review and transition planning took place with Jan Dubiel who rated SG’s practice as “at least a very firm good”. This was a key priority this year.</li> <li>• <b>Writing Curriculum</b> – Mark Rivers is very positive about the implementation and impact so far, with the potential to be ‘exceptional’. SATs results were received today so have not yet been analysed.</li> <li>• <b>Sports Day</b> – changes appeared positive with no negative comments from parents. After evaluation a few changes will be made next year.</li> <li>• <b>Phonics Data</b> 83.3% met the expected standard which is a slight drop from last year but a big achievement for this young cohort. This figure is expected to be 6% above the national average placing SG on 72<sup>nd</sup> percentile nationally.</li> <li>• <b>Multiplication Times Table Screening Data</b> – mean average score was 21.63 (4 points above last year) and above emerging National of 21.01. This is</li> </ul>	

	<p>around the 58<sup>th</sup> percentile. The percentage of pupils scoring 25 increased from 15.6% to 31.3% this year. Last year this would have been above national figure but it looks like it will be below this year's emerging figure of 38.3% placing SG on 40<sup>th</sup> percentile.</p> <ul style="list-style-type: none"> <li>• <b>Attendance is looking positive at 95.90%</b>. Two Year 6 pupils have just informed school that they will be on holiday for the last 2 weeks of term but should not make them fall into the persistent absence figure. As Reception children are reaching their 5<sup>th</sup> birthdays they are now counted and may affect the figures slightly. Persistent absences are 9.50%</li> <li>• <b>Playground</b> – the project to tarmac the playground and car park are finally going ahead during the summer holidays with Kent financing the project.</li> <li>• <b>Behaviour</b> – lunchtime incidences have reduced significantly since the introduction of OPAL.</li> <li>• <b>Website</b> Miss Peake has taken excellent photos for the new website which is starting to be built. <b>Which company has the school chosen? FSE Design as it has more facilities, is less expensive and PH is familiar with it as used at Discovery School.</b></li> </ul> <p><b>Challenges</b></p> <ul style="list-style-type: none"> <li>• Specific behaviour challenges in specific year groups with specific SEN children remain a challenge, including one suspension.</li> <li>• <b>Developing SEN picture in Kent</b> is not particularly encouraging making the need to improve SG's overall SEN training and package of support even more pressing.</li> <li>• <b>Developing SEN picture in school</b> – the SEN profile continues to grow and present challenges in terms of meeting need. There is a long term challenge to meet the staffing costs for the requirements at present that is not sustainable in the long term. See confidential minutes Item 3.</li> <li>• <b>Suspension</b> – see confidential minutes Item 4.</li> </ul> <p>ii. <b>Staffing structure for September</b> The number of Teaching Assistant (TA) hours available have made it very difficult to follow previous models of a TA based with one class. This is accelerating SG's step towards 'teams around a child'.</p> <p>Two play lead staff have left for legitimate reasons. One has been replaced and at present the rota is working well with the numbers available which will help with the financial situation.</p>	
10.	<p><b>School Improvement Plan (SIP) and New School Vision</b></p> <ol style="list-style-type: none"> <li><b>SIP milestones 2023 to 2024</b> – Year 6 success criteria has been monitored but the final monitoring will take place in October when the SATs data has been analysed. Appendix 5.</li> <li><b>The new SIP headlines</b> have been circulated to all governors and were discussed at the P &amp; P meeting on 2<sup>nd</sup> July. It is again in the three categories – Deliver, Sustain and Prepare. There will be a substantial amount in Sustain this year to continue to deliver the improvements made in writing implementation, foundation subjects to be coherent and well sequenced, cultural capital, EYFS OPAL , reading and phonics.</li> <li><b>New priorities</b> – these are based on areas not completed this year or new priorities leading from the new school vision. There will be a clear, concise strategy for teaching and learning across all subjects; a clear, positive behaviour curriculum; work on how respect feeds through everything at SG; promoting inclusion and diversity across the school; teaching and learning through high</li> </ol>	Clerk

	<p>quality continual professional development (CPD) and coaching; retrieval practice for every subject.</p> <p>The new Teaching and Learning Policy will be written as a guiding principle aimed for in each subject. This plan will be gradually completed and achieved over a two to three year period.</p> <p>How does it sit with the hard work already completed on history? A lot of thought and time has been spent preparing the history curriculum and much of this is generic to all subjects. Staff will look across all subjects and drip feed changes into all topics at the same time which will increase progress. The T &amp; L Policy will apply across the whole spectrum.</p> <p>iv. <b>Proposed New Vision</b></p> <p>The vision is split into 3 categories, SG’s vision for their community, pupils and staff, following feedback from governors, staff and parents. The responses mostly correlated and the first was selected by everyone. Pupils are at the centre of the vision and it includes families.</p> <p><b>Vision:</b></p> <p><b>Community</b> – a compassionate and inclusive school where pupils, staff and families build happy memories and love attending every day.</p> <p><b>Pupils</b> – A school that is forward thinking and seeks to provide the experiences and opportunities needed for future success. A school that engages pupils in stimulating learning that creates a thirst for knowledge. A school that teaches everyone to have a positive impact on the world.</p> <p><b>Staff</b> – A school where everyone is valued and people are at the centre of all that we do. A school where everyone strives for excellence in teaching and learning.</p> <p>A governor queried if the wording should be ‘we are’ rather than ‘we will be’. PH explained that this is a vision statement, looking forward and forward thinking, bringing ideas and explaining what future success looks like. A proactive vision to bring stimulation, a thirst for knowledge and have a positive impact on the world. The SIP will include strategies to produce a community where everyone is valued, strives for excellence and has people at the centre and will be where the school aims to be in 3 to 4 years.</p> <p>Another governor agreed that this is for a primary school but considered the document showed a characterisation of quite young pupils and wondered if it should be more modern and less cartoon like. PH explained that he and Georgina Newton (GN) spent a long time considering the vision and document and how it represents each part of the SG community. The Senior Leadership and staff feel it represents the school very well. It is a document to display around the school for pupils to excite them with the new vision. A bullet point document would not achieve this.</p> <p>Governors thanked PH and the staff for all the hard work and time they have taken to produce the vision. They do consider it captures the feeling of the school itself.</p> <p>A vote was taken to adopt the vision: five for vision, 2 against (AM had not yet arrived. JE no vote as Associate Member)</p> <p><b>The vision was adopted.</b></p>	
11.	<p><b>Finance and Premises Committee (F &amp; P)</b></p> <p><b>RC reported in the absence of AM</b></p> <p>i. <b>Latest budget monitoring – 3 months April to end June 2024.</b> The present rollover Revenue figure is £62,021 and Capital £7,959.</p>	

	<p>The budget from April 2024 to March 2025 is on track. There is some concern for years 2 and 3 of the three year budget with a diminishing rollover. The predicted number for Reception of 27 is only 25 at present which will also have a financial effect down the line. The F &amp; P will continue to monitor the budget carefully</p> <p>ii. The School Financial Services feedback on the budget, submitted 22.05.24, highlighted an in year budget deficit over all three years which the school is aware of and which is covered at present by the rollover.</p>	
12.	<p><b>Standards and Curriculum Committee (S and C)</b> No meeting has been held since the last FGB.</p> <p>JC and RD completed a monitoring visit on writing with Jo Wiltshire and circulated their report with key questions for governors to consider going forward. See report for details.</p> <p>The writing has followed the reading programme. JC and RD witnessed a lot of passion and enthusiasm for the initiative and were very satisfied with the discussion and feedback. Their main consideration is which SIP priorities will address the feedback from Note of Visit of the School Improvement Advisor (SIA). In particular the long term plans for writing progress. <b>PH responded that the school is already working on writing in staff meetings and this will carry forward into the next academic year.</b></p>	
13.	<p><b>Pay and Performance Committee</b> The minutes of the meeting held 2<sup>nd</sup> July 2024 had been circulated to all governors prior to the meeting. RC highlighted the following:</p> <p>i. <b>Pupil surveys</b> – There is very little change from the previous survey and nothing that raised any specific actions. There were a few responses from children raising various concerns around safety, including spiders. The vast majority of children felt completely safe and no future action is considered necessary although the school will continue to take the safety concerns of pupils very seriously.</p> <p>ii. <b>Headteacher appraisal</b> – The Panel and Advisor have been agreed and the date set for 30<sup>th</sup> September. The Terms of Reference for the Headteacher Appraisal Committee have been changed to read ‘Three governors, including the Chair or Vice-chair of the Governing Body, but not both. The Chair or Vice-chair of the Governing Body will not take the role of the panel/committee chair.’</p> <p>iii. <b>Policies (Statutory)</b> recommended for approval by the FGB: <b>Capability Policy; Complaints Procedure; Code of Conduct for School Staff, School Discipline and Conduct (new from Kent model policy). All the above policies were approved by the FGB.</b></p>	PH
14.	<p><b>Governor Training and Development</b> RD circulated the latest courses available. They are in advance this year and have courses listed up to Easter.</p> <p>Governors are encouraged to undertake any training they are interested in but at present governors consider all the necessary skills for governance are available within the governing body.</p> <p>The latest green initiatives have courses available and RD and BS will look at these. AW is also interested in these courses.</p>	
15.	<p><b>Website</b> PH has undertaken a comprehensive audit and both he and RD agree the website is compliant.</p>	

16.	<p><b>Behaviour and Safety – Safeguarding</b>  JC and PH undertook a safeguarding audit. They added more policies. JC circulated the latest anonymised OPAL risk assessment to governors to give them a good understanding of the ongoing observations and changes which need to be made in order to ensure that children are safe at playtimes. The equipment and various scenarios are continually reviewed and risk assessed. <b>Do senior leaders have the role of lunchtime supervision as previously discussed? One member of the SLT is on the playground every day except for Friday, when cover is difficult, but they are available to be called if required.</b></p> <p><b>Four governors – BS, DW, JC and RC – have up to date Safer Recruitment training.</b></p> <p>JC met with Gilly Francis (GF), attendance officer, who is very engaged and has a very good matter of fact approach to attendance matters. She has shown good initiative and produced a ‘Frequently Asked Question’ sheet. JC was very impressed with the way GF has taken ownership of and is managing attendance. GF is very complimentary about PH and the excellent support he gives her and they have a meeting every 2 weeks. <b>Is she new in the role? No she has been doing it for the last 2 years.</b></p> <p><b>How many Penalty Notices have been given out this year? Eight up until now but two more will now be added.</b> The school’s aim is to link parents’ perception of life chances with attendance. There are 2 Free School Meal (FSM) children on persistent absence. Interventions have been implemented but so far have not had a good effect.</p>	
17.	<p><b>SEN</b>  There is no update as no SEN Meetings have been held and the SATs data is not yet available. There will be a report at the end of the year to be presented in October. A SEN report is written three times a year when data is reported.</p> <p>AW explained that SEN is always an agenda item for the FGB to ensure governors can be made aware of any concerns.</p>	
18.	<p><b>GDPR and Cyber Security</b>  There are no concerns reported.</p>	
19.	<p><b>Governor Newsletter</b>  A letter was sent to parents following the Ofsted visit.</p> <p>It was agreed to write a governor newsletter at the start of the new academic year with a round up of this year and the vision going forward.</p>	
<b>Other</b>		
20.	<p><b>Chair’s actions and correspondence</b>  RC reported that he has received no parent correspondence and there have been no actions for governors.</p> <p>PH reported that he had received a letter regarding exclusion. He met with the writer and no concerns or actions arose from this.</p>	
21.	<p><b>Governor Monthly bulletin and NGA newsletter</b>  <b>See Appendix 4</b>  The proviso was made to all the updates that with a change of Government some of the initiatives may change.</p>	

22.	<p><b>A.O.B.</b> There were no items for A.O.B.</p> <p>RC, on behalf of the FGB, thanked the school and staff for the really hard work they have put in this year and for all they have achieved. Governors notice a significant difference around the school and it is a joy to be chair of governors. A big thank you for a brilliant, safe and tight ship.</p> <p>PH read out a letter of thanks from a neighbour, who attended the SG Fest and other events, complimenting the school on the way it is run and the pleasure it is to witness the children enjoying their education.</p> <p><b>Governance Impact</b> Governors consider this has been a really great year at SG. The many initiatives undertaken last year have continued to be embedded and the results are evident to see.</p> <p>The Ofsted visit also confirmed that the school is making excellent progress, safeguarding is effective and progress is on the right track. Above all the report caught the essence of SG with happy engaged pupils and staff who all go above and beyond to enhance the educational experience of the children.</p> <p>The new History Curriculum is working really well and children are voicing their new interest in and appreciation of history. This initiative is already being rolled out in other curriculum areas, beginning with writing following the success of phonics and reading. This programme will continue for the next few years along with new SEN initiatives to ensure inclusivity and a great education for all pupils at SG.</p> <p>The OPAL programme is working so well that almost all children report that they always find something they enjoy at lunchtime and behaviour has improved. The new Respect curriculum is evident in all areas of school life.</p> <p>The biggest challenge going forward is funding with such tight school budgets and governors will continue to monitor this area carefully to ensure the children's education is not adversely affected. The wonderful support of the PTA provides amazing additional financial funding and the governors thanked them for all their hard work and enthusiasm in continuing to do this.</p> <p>The new School Vision, which has the input of children, staff, parents and governors, thanks to the hard work and inspiration of Mr Hipkiss and staff, will start from the new academic year. Governors are delighted to be part of the new vision and will be supporting the school and monitoring the progress over the next year. They are all looking forward to another wonderful year supporting the school and watching the children blossom personally and educationally.</p>	
23.	<p><b>Next Meeting:</b> Tuesday 15<sup>th</sup> October 2024  <b>Next year equivalent meeting:</b> Tuesday 8<sup>th</sup> July 2024  <b>Dates for the next academic year 2024 to 2025:</b> all agreed.</p>	
24.	<p><b>Confidentiality</b> See confidential minutes.</p>	

**Signed**

**Date**

Questions

Comments/Answers

Impact

Monitoring

## Appendix 1

### Completed or ongoing actions from meeting of 21<sup>st</sup> May 2024

1.	<b>Agenda Item 3 iv.</b> AW to circulate nomination forms for chair and vice-chair elections prior to the next FGB meeting. <b>Circulated.</b>	<b>AW</b>
2.	<b>Agenda Item 8.</b> PH to share the results of the vision survey and liaise with governors over the new vision for SG. <b>Completed.</b>	<b>PH</b>
3.	<b>Agenda Item 8.</b> PH to consider how to present staff absences on HT report to make it clearer for governors to monitor wellbeing. <b>Actioned.</b>	<b>PH</b>
4.	<b>Agenda Item 10.i.</b> PH to discuss the possibility of voluntary contributions with the PTA. Working on that	<b>PH</b>
5.	<b>Agenda Item 11.</b> PH to consider governors attending SLT meetings with school council. Book in for next year.	<b>PH</b>
6.	<b>Agenda Item 11. Iv.</b> PH and staff to prepare Teaching and Learning policy for review at the S & C October meeting. Working on that	<b>PH</b>
7.	<b>Agenda Item 12.</b> AW to check who can sit on the headteacher performance panel in the absence of the chair of the FGB. <b>Actioned.</b>	<b>AW</b>
8.	<b>Agenda Item 14.</b> AW to ask NGA to facilitate the log-in for BS. <b>Actioned.</b>	<b>AW</b>

## Appendix 2

### Actions from meeting of 9<sup>th</sup> July 2024 to be completed asap or by 15<sup>th</sup> October at the latest

1.	<b>Agenda Item 6.</b> Clerk to check changes in TORs and present to October meetings.	<b>Clerk</b>
2.	<b>Agenda Item 10.i.</b> Clerk to add SIP 2023 to 2024 final monitoring to agenda for 15 <sup>th</sup> October 2024.	<b>Clerk</b>
3.	<b>Agenda Item 13.iii.</b> PH to arrange for the updated policies to be added to the website.	<b>PH</b>

## Appendix 3

### Stocks Green FGB Training Record 2023 to 2024

<b>NAME</b>	<b>DATE</b>	<b>TRAINING</b>
Di Ayling	10.04.23	Prevent Awareness Training
	7/10/23	Safeguarding - how to fulfil the governance role
	16/10/23	Early Years Education
	21/10/23	Cyber security training
	26.02.24	EYFS Training – Jan Dubiel
Rob Chewter (Chair)	17.03.23	Prevent Awareness Course
	01.10.23	Online Safety – the essentials
	08.02.24	Kent Countywide Governor Briefing
	26.02.24	EYFS Training – Jan Dubiel
June Cooke (Vice-Chair)	28.03.23	Prevent Awareness Course
	28.03.23	Prevent Referrals Course
	17.10.23	Online Safety – the essentials
	19.10.23	Safeguarding – how to fulfil the governance role
	08.02.24	Kent Countywide Governor Briefing
Joe Endersby	26.02.24	EYFS Training – Jan Dubiel
Ruth Dixon	20.03.23	Prevent Awareness Course
	09.09.23	KCSIE Knowledge check
	14.09.23	Cyber Security School Training
	17.09.23	Online Safety – the essentials
	08.02.24	Kent Countywide Governor Briefing
	26.02.24	EYFS Training – Jan Dubiel
	02.05.24	Cybersecurity for School Staff
Peter Hipkiss (Headteacher)	26.02.24	EYFS Training – Jan Dubiel
Becky Mackay	10.10.23	Monitoring the Curriculum - How Governors can be truly effective and evidence the impact they make

	04.10.23	Kent Countywide Governor Briefing Part 2 -
	22.11.23	An Introduction to the National Plan for Music Education
	26.02.24	EYFS Training – Jan Dubiel
Alan McLean	26.02.24	EYFS Training – Jan Dubiel
William Moore	22.03.23	Prevent Awareness Course
	04.10.23	Online Safety – the essentials
	04.10.23	Cyber Security School Training
	09.10.23	Safeguarding – how to fulfil the governance role
	26.02.24	EYFS Training – Jan Dubiel
	22.05.24	Cyber Security Awareness Session for UK School Governors
Bridget Salmon	24.03.23	Prevent Refresher Awareness Course
		Cybersecurity for School Staff
	26.02.24	EYFS Training – Jan Dubiel
Emily Smith	01.12.23	Governor Induction
	26.02.24	EYFS Training – Jan Dubiel
Holly Taylor	26.02.24	EYFS Training – Jan Dubiel
Dave Wallace	28.03.23	Prevent Refresher Awareness Course
	30.09.23	Online Safety – the essentials
	26.02.24	EYFS Training – Jan Dubiel
Andrea Woollett (Clerk)	18.03.23	Prevent Awareness Course
	31.08.23	How to support the development of the Board
	01.09.23	Cyber Security Training for School Staff
	18.09.23	
	26.09.23	Online Safety – the essentials
	04.10.23	Governorhub training Kent County Clerks' Briefing
	26.02.24	EYFS Training – Jan Dubiel

